

SAMPLE EXCEPTED SERVICE or INTERNSHIP RESUME FOR USE IN APPLYING TO FEDERAL AGENCIES

When applying to **Excepted Service jobs** or **student internships** in federal agencies, you should create a 2-3 page resume that is something of a hybrid between what you'd get if you'd built your resume on USAJobs, and a standard one page resume. Federal agencies require more information and depth than non-agency employers. For assistance in properly tailoring your resume on an agency-by-agency basis, please schedule an appointment with our Career & Internship Specialist: <http://go.wisc.edu/1m3m72>

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SUMMARY OF QUALIFICATIONS/PROFESSIONAL SUMMARY (optional)

A summary is NOT an objective statement. If you use a summary, start with a sentence or three that highlight your top qualifications for the position you seek based on the job announcement. It should focus on what the agency needs and how your top skills match those needs.

Proficient in managing multiple tasks to meet short- and long-term deadlines. Work experience includes both administrative and supervisory roles. Able to clearly explain and teach complex technical information to colleagues.

EDUCATION

University of Wisconsin – Madison

Bachelor of Arts, Expected May 20xx

Double Major: Political Science and International Affairs

GPA: 3.4/4.0, Dean's List (6 semesters)

If you studied abroad, the experience can go under Education as shown OR if the experience helped you develop relevant skills for the job/internship, it might be able to go in the EXPERIENCE section below. Or both.

Arabic Language Institute, Fez, Morocco, Selected Participant, September - January 20xx

EXPERIENCE

Crestwood Neighborhood Association, Madison WI

Vice President

Each bullet point will be responding to a specific KSA sought by the agency as if it were a behavioral interview question. Depth is key!

July 20xx – Present

Hours per week: 1

- Developed and launched a program inviting city officials and representatives of community organizations to speak at five neighborhood general membership meetings per year. Invited public speakers included City of Madison Treasurer, Assessor, Building Inspector, Recycling Coordinator, Madison Public Library Director, and Wisconsin Department of Transportation engineers.
- Cold-called local government and community organizations to invite government representatives to speak on issues of significance to neighborhood association at five annual general membership meetings. Deliberated programs and initiatives in bi-monthly executive board meetings. Attended and participated in neighborhood general membership meetings and first annual Madison East Side Neighborhood Coalition meeting.
- Carried on as-needed email correspondence with local government representatives to coordinate their public speaking engagements at neighborhood general meetings.

United States Marine Corps, Camp Pendleton, CA

Information Technology Operations Manager

October 20xx – December 20xx

Hours per week: 55

- Conducted training seminars with communications personnel of subordinate and peer military organizations. Briefed superiors on communications plans prior to training exercises and deployments. Notified superiors of equipment malfunctions in person and explained troubleshooting and repair procedures to non-specialist superiors. Provided initial customer service and equipment troubleshooting via telephone.
- Conducted extensive email correspondence with military communications colleagues and civilian communications contractors regarding network architecture, equipment, and infrastructure problems, and

future plans. Developed annotated diagrams and infographics for use in briefing non-specialist superiors regarding finely-detailed technical issues. Developed and circulated simplified operator manuals and supplemental diagrams for communications personnel possessing inadequate training with unfamiliar equipment. Wrote reports reviewing performance of communications personnel, assessing condition and effectiveness of equipment, identifying points of success and failure, and formulating recommendations for modification and improvement of communications network, equipment, and training exercises.

- Recovered, sorted, and interpreted data from communications hardware, software, and network architecture. Utilized spreadsheet programs, computer diagraming and vector graphics programs, and other software to compile, manipulate, and interpret data and to produce reports.
- Regularly requested by name to serve as technical liaison, advisor, and subject matter expert to a 4,800 member military organization and as Chief Information Officer to a 3,300 member military organization. Assisted communications supervisor in planning and troubleshooting digital communications network architecture in advance of field exercises. Requested to serve as liaison and evaluator during pre-combat deployment of two 1,200 member military organizations.
- Managed teams of 5-6 information technology specialists on over 20 field and training deployments. Instructed and supervised junior personnel and wrote monthly performance evaluations. Administered numerous periods of technical training for communications personnel and subordinate military organizations to establish universal communications standard operating procedures and assure maintenance of communications throughout all live-fire training evolutions.

CAMPUS AND COMMUNITY INVOLVEMENT

*This is the place to list clubs/orgs & volunteer experiences which **do not** demonstrate directly relevant skills for the job in this section (e.g. you are a member of a club, but all you did was attend events).*

ADDITIONAL EXPERIENCE

This is the place to list experiences that do not demonstrate relevant skills for the job you want, or to list job skills that have been superseded by skills from a “better” or more recent experience. The reason to list them at all is to show a work history. Put them in a simple one line format (e.g.) Delivery Person for Green Bay Pizza Company May 20xx –August 20xx

LANGUAGE SKILLS

Arabic: ILR 2+ Speaking/Listening; ILR 2 Writing/Reading
Russian: ILR 1+ Writing/Reading; ILR 2 Speaking/Listening

If you are applying for a language intensive position this should go between the EDUCATION and EXPERIENCE sections on the front of the resume

COMPUTER SKILLS

Installation and use of Windows OS, Microsoft Excel, Word, PowerPoint, and Outlook; programming Cisco hardware and network architecture. Also familiar with HTML programming

If you are applying for an IT intensive position, this section would be more specific and go between the EDUCATION and EXPERIENCE sections.

PUBLICATIONS

If you have them, list them here in the appropriate style

PRESENTATIONS

Any solo or co-presented programming; especially if given at a regional or national conference

CERTIFICATIONS/LICENSES

Anything you might have from CNA to CPR to LCSW to AODA can be listed here with expiration dates